

# Longwood University Campus Recreation Student Employee Job Application

## General Information

Last Name(Legal)	First(Legal)	MI	Longwood ID #	
Address(provide the one you want used on employment paperwork if hired)		City	State	Zip Code
Main Phone (     )	Birth Date(needed for employment paperwork if hired)	Sex(optional)	Race(optional)	US Citizen(Y/N)
Check position(s) applying for: <input type="checkbox"/> Front Desk/Fitness Floor <input type="checkbox"/> Intramurals <input type="checkbox"/> Office Assistant <input type="checkbox"/> Facility Maintenance <input type="checkbox"/> Group Fitness Instructor <input type="checkbox"/> Personal Training <input type="checkbox"/> Climbing Wall/Outdoor <input type="checkbox"/> Marketing Assistant		Do you have Federal work-study?    Yes    No  Amount of award: \$ _____		Major: _____ Year in school: _____ Grad date: _____ GPA: _____
How did you learn of this vacancy (please list the specific employee, social media, web site, or other source)?				
E-Mail Address:				
Are you a current student of Longwood University?        Yes    No				
What Longwood clubs, organizations or services are you affiliated with:				

## Previous Affiliation

Are you now or have you ever been employed by Longwood University?    Yes    No
If yes, please list the location, title, department, and dates:

## Certifications: (Personal Training (ACE, ACSM), Group Fitness, CPR/AED, First Aid, etc)


**Availability: Cross out time blocks that you cannot work: (i.e. Classes, Jobs, Personal Commitments)**  
**If you are applying before you get your schedule we will ask for an updated one at a later date.**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 to 7 am							
7 to 8 am							
8 to 9 am							
9 to 10 am							
10 to 11 am							
11 to 12 am							
12 to 1 pm							
1 to 2 pm							
2 to 3 pm							
3 to 4 pm							
4 to 5 pm							
5 to 6 pm							
6 to 7 pm							
7 to 8 pm							
8 to 9 pm							
9 to 10 pm							

**Number of Hours requested per week (Max of 20 week for Full Time students):** \_\_\_\_\_

**Application period: (Circle one)                      Spring    -    Summer    -    Fall**

**Date available to begin work:** \_\_\_\_\_

**Employment History:** List current employers first, include U.S. military service.

Employer Name	Address	City	State	Zip Code
Telephone No. ( )	Your Title		Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title	
If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Summary of duties:				
Reason for leaving:				
Employer Name	Address	City	State	Zip Code
Telephone No. ( )	Your Title		Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title	
Summary of duties:				
Reason for leaving:				
Employer Name	Address	City	State	Zip Code
Telephone No. ( )	Your Title		Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title	
Summary of duties:				
Reason for leaving:				

If you wish to describe additional work experience, attach a resume to this application.

**Related Recreation Experience:**

Please give any information, which may be helpful in determining your qualifications for the position.  
 \*(This is very important to distinguish you from other applicants)

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that false statements of any kind or omission of facts called for on this application are a basis for dismissal regardless of when they are discovered. I understand that any employment offered is for an indefinite duration, unless otherwise specified in writing, and is "at-will", which means that either I (after a two weeks notice) or Campus Recreation (following Longwood policy) may terminate my employment at any time. I further understand that neither the policies, rules, regulations of employment, application for employment, nor anything said during the interview process shall be deemed to constitute the terms of any implied employment contract.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application to: [Campusrec@longwood.edu](mailto:Campusrec@longwood.edu) or in person/by mail to:  
 Longwood University Campus Recreation  
 304 Health and Fitness Center  
 201 High St.  
 Farmville, VA 23909**

**Longwood University is an equal opportunity employer.**